



KENTUCKY BOARD OF PHARMACY

Steven L. Beshear
Governor

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Board Members
Deborah L. Brewer, R.Ph.
Brian C. DeWire, DC, Consumer
Scott A. Greenwell, Pharm.D.
Larry Hadley, R.Ph.
Anne Policastri, Pharm.D., MBA
Joel C. Thornbury R.Ph.

Executive Director
Michael Burleson, R.Ph.

August 20, 2010

Secretary Nikki R. Jackson
Personnel Cabinet
501 High Street
Frankfort, KY 40601

RE: Proposed Furlough Implementation for the Kentucky Board of Pharmacy


Dear Secretary Jackson:

Please find enclosed per the regulatory requirements set forth within 101 KAR 5:015E the Kentucky Board of Pharmacy's proposed furlough implementation plan for fiscal year 2010-2011 for your review and approval. Enclosed within these documents are the following:

- The designation of individuals responsible for the oversight and administration of these furloughs with enclosed designation forms
- The proposed manner of how furloughs will be applied to all employees, classified and unclassified
- A request for exemption of specific individuals in the classifications provided in 101 KAR 5:015E, if applicable
- Any specific flexibility considerations or requests with appropriate justification
- Certifications that furloughs will be applied in compliance with the requirements established by 101 KAR 5:015E
- A copy of the sample notice that each employee will receive at least seven (7) days prior to any period of furlough

If you have any questions regarding this material, the lead contact for the Kentucky Board of Pharmacy Cabinet's proposed furlough plan is Darla Sayre at 502-564-7910.

Sincerely,


Michael Burleson
Executive Director
Kentucky Board of Pharmacy

Enclosures

FURLOUGH PLAN

I. DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11 , the Kentucky Board of Pharmacy has deemed it appropriate to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan. These individuals will be responsible for ensuring that notice will be provided to employees, may accept and review any requests for voluntary furlough or any waivers of formal notices, and have the authority to process payroll actions due to the furloughs. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by Kentucky Board of Pharmacy employees.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
Michael Burleson	Executive Director	Board of Pharmacy - 270
Darla Sayre	Executive Staff Advisor	Board of Pharmacy - 270

The written designation(s) is/are enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

II. APPLICATION OF FURLOUGH DATES

Three (3) Mandated Shut-down Days September 3, 2010; November 12, 2010; May 27, 2011

The Kentucky Board of Pharmacy Plan complies with the mandatory shut-down days. On these dates, all offices will be closed and all employees, including any contract workers, will not report to work. Written notice has already been provided to each employee of these mandated dates, as previously certified to the Personnel Cabinet.

Three (3) Non-Designated Months
First Pay Periods in October 2010, March 2011, and April 2011

On the three (3) non-designated months, the Kentucky Board of Pharmacy Plan includes the furlough of all employees during the first pay periods of the required months.

The Kentucky Board of Pharmacy Plan addresses the manner in which the assignment of employee furlough hours/days will be made.

The following chart, or one more tailored to the specific issues faced, may be helpful when developing this section:

	# of Employees	Pay Period Dates per month	Employees request specific furlough days, assign furlough days or a combination of both?	Is overtime or comp time accrual a concern during these furlough periods for these units? If yes, explain in detail and how it will be monitored.
270- KY Board of Pharmacy	10	First pay period of each non designated month	Request	No

The Kentucky Board of Pharmacy will provide written notice to the employees of these non-designated furlough dates at least seven (7) calendar days in advance of the furlough. The manner by which the Kentucky Board of Pharmacy will notify its employees is by email followed by mailing the original hard copy. A copy of the sample notice is enclosed with these documents.

III. CONTRACT WORKERS

At this time, the Kentucky Board of Pharmacy has no contract workers that are subject to a reduction of hours associated with the furlough plan. If that changes, The Kentucky Board of Pharmacy Plan shall address how applicable contract workers who are subject to a reduction of hours associated with the furlough plan shall have their hours reduced in the same manner as state employees during the non-designated months at a later date.

IV. IDENTIFICATION OF INCREASED EXPENDITURES AND ADDITIONAL IMPACTS

The Kentucky Board of Pharmacy does not expect to incur additional administrative expenditures or overtime/compensatory time expenditures as a result of this furlough plan.

Kentucky Board of Pharmacy does not anticipate any negative impact of this plan on the specific public services it provides and the impact of this plan on the workforce within the Board. As a vital governing agency of healthcare providers and facilities, the possibility could arise that an employee may be called in to work on either a designated or non-designated furlough day. In the case of such emergency or exigent circumstance, the furloughed employee must receive approval from the Appointing Authority before returning to work. The employee would receive compensatory time for the furloughed hours.



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DATE

Employee Name
Employee Address

RE: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on _____. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Darla Sayre (HR Administrator).

Sincerely,

Darla Sayre
Executive Staff Advisor
Kentucky Board of Pharmacy

CC: Personnel File

IV. REQUIRED CERTIFICATIONS

Please certify, by initial of Cabinet or Independent Agency head, that the statements are true:

We will not involuntarily furlough any employee more than twenty-four (24) work hours in a six (6) month calendar period, as provided in this subsection:

- Employees regularly assigned to a 40-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-four (24) work hours;
- Employees regularly assigned to a 37.5-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-two and one-half (22.5) work hours, which is the equivalent reduction of hours and corresponding pay; and
- All remaining employees on different work schedules shall be involuntarily furloughed in a manner to achieve an equivalent reduction of hours and corresponding pay, which shall be set forth in the furlough plan provided by the Cabinet Secretary or Independent Agency head and approved by the Secretary of Personnel.

MB OS
(INITIALS)

We will not involuntarily furlough any employee more than 20 percent of an employee's scheduled work hours in any one work week.

MB SL
(INITIALS)

Employees will not be permitted to utilize accrued leave balances in lieu of a temporary reduction of hours without pay.

MB RZ
(INITIALS)

During the period of furlough, no contractor will receive either additional duties typically performed by a furloughed employee or work additional hours due to the furlough of a state employee.

MB RZ
(INITIALS)